

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-54

OPEN TO: In-House Candidates Only
TITLE: Acquisition Assistant
GRADE: FSN-8 (Rs. 904,666 P.A. to Rs. 1,667,547 P.A.)
Position No: 80080-019

OPENING DATE: April 11, 2012
CLOSING DATE: April 24, 2012
AGENCY: USAID
LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The Acquisition Assistant is located in the Office of Acquisition and Assistance, USAID/Pakistan in Islamabad. The function of the Office is to provide procurement support to all Mission activities, including all Mission Strategic Objective Teams and support offices, and to the Federally Administered Tribal Area (FATA) FDP. The Acquisition Assistant reports to a USDH Contracting Officer. The incumbent will be responsible for carrying out day-to-day activities in an independent manner, with access to the supervisor as needed.

QUALIFICATION REQUIRED:

EDUCATION: Completion of bachelor's degree (fourteen years of education) in Business Administration, Science or Arts is required.

EXPERIENCE: A minimum of three years of progressively responsible acquisition and assistance or other substantive procurement experience in an international development organization is required.

LANGUAGE: Level IV (fluent) speaking/reading/writing of English and Urdu is required. .

KNOWLEDGE: Must have good working knowledge of procurement rules, regulations, modalities, and procedures. Must have practical knowledge of standard word processing software such as MS Word, MS Excel, MS Outlook and other programs.

ABILITIES & SKILLS: Ability to work in a team setting, and yet have the ability to act independently when required; ability to demonstrate good organizational skills, organize and apply acquisition regulations and procedures to individual acquisition job situations, and the ability to organize and analyze proposals received in response to solicitations is required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-54) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 24, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.